

**APPLICATION FOR POSTGRADUATE STUDY**

By filling out any part of this form the University will retain your data in line with legal requirements or where there is a business need.

Before completing this form you should consult the University's 'Postgraduate study' web pages ([www.york.ac.uk/study](http://www.york.ac.uk/study)), and your proposed programme of study for further relevant advice and information.

Please complete the form legibly and in black ink, as it may be photocopied.

**Personal details**

Title (e.g., Mr, Mrs, Miss, Ms, Mx):	
Family name (surname):	
Forename(s)/Given name(s):	
Previous surname ( <i>where applicable</i> ):	
Date of birth ( <i>day/month/year</i> ):	
Gender ( <i>Male or female</i> ):	
Country of domicile ( <i>where you usually live</i> ):	
Country/Region of Nationality:	
Second nationality ( <i>if applicable</i> ):	
If you are applying with assistance from one of York's overseas agents, please tell us which one.	

**Home address**

*It's essential to provide a permanent/home address*

Address line 1:	
Address line 2:	
City/Town:	
State/County:	
Country/Region:	
Post/Zip Code:	
Home email address:	
Home telephone number:	
Home fax number:	

**Marketing, Recruitment, Admissions and Outreach**

**Contact address** (If different to your home address or agent's address if applying via an overseas agent)

Address line 1:	
Address line 2:	
City/Town:	
State/County:	
Country/Region:	
Post/Zip Code:	
Contact email address:	
Contact telephone number:	
Contact fax number:	
When will this address be valid from?	
When will this address be valid to?	

**Proposed course**

Academic Department or Centre:	
Qualification sought:	<p>MA/MSc</p> <p>MRes</p> <p>MA/MSc by Research</p> <p>MPhil</p> <p>PhD</p> <p>Integrated PhD</p> <p>Graduate Diploma</p> <p>PG Certificate</p> <p>PG Diploma</p>
Title of course:	
Method of study:	<p>Full-time                      Part-time</p> <p>Distant Learning</p>
Length of course:	

Start month:	
--------------	--

**Visas and Immigration**

If you are an overseas student wishing to study in the UK, you and we as sponsors are required to follow and meet the requirements of the Student Visa System. The United Kingdom Visas and Immigration (UKVI) office have stipulated additional requirements in relation to academic progression and maximum length of study permitted in the UK. Therefore, before we can progress your application you will need to provide further information in relation to any previous UK study.

Do you need a visa to study in the UK?	Yes	No	Unsure
Have you studied in the UK before at University Level or Higher?	Yes	No	If yes, please answer the rest of the questions in this section of the application form. If no, please move onto page 4 of the form (Proficiency in English).
What was the highest level of study in the UK?	<p><b>Doctoral Degree</b> (e.g., PhD/DPhil, Integrated PhD, EdD, DBA, DClinPsy)</p> <p><b>Postgraduate Degree</b> (e.g., MPhil, MLitt, MRes, MA, MSc, Integrated Master's Degree, PGDip, PGCert, PGCE)</p> <p><b>Undergraduate Degree</b> (e.g., BA/BSc Hons, MChem, MEng, PGCE, Graduate Diploma, Graduate Certificate)</p> <p><b>Other qualifications</b>                      Foundation Degree, DipHE, HND                      HNC, CertHE                      Unsure</p>		
Please provide details of the total length (years and months) of your previous studies in the UK?			
Please provide details of the type(s) of visa you held whilst studying in the UK.			



**Proficiency in English**

Is English your first language? <i>If English is not your first language please answer the below questions.</i>	Yes <span style="margin-left: 200px;">No</span>
What Language test have you taken?	IELTS (Academic) Pearson PTE (Academic) Trinity ISE Cambridge Certificate of Proficiency in English (CPE) Cambridge Certificate of Advanced English (CAE) TOEFL Duolingo Other test not listed above

If you have taken an IELTS, TOEFL, Pearson, Trinity ISE test, Duolingo, Cambridge Certificate of Advanced English or the Cambridge Certificate of Proficiency in English, please attach a copy of your test score report.

Please detail below any other English Language experience you may have in the box below.

**University Education**

Institution Name(s) and address (including country)	Dates of attendance from                      to		Degree programme title and subject	Qualification(s)	Class or Grade

**Important Note:** Please attach copies of your degree certificate(s), transcript(s), and/or official award letter(s) to your application.

**School Education**

Schools attended since age 14 and address (including country)	Dates of attendance	
	from	to

**Other Qualifications**

Please outline any other relevant qualifications in the box below.

Title of qualification	Awarding Body	Dates of attendance	
		From	To

**Employment**

Please tell us about up to four periods of employment in chronological order, putting your present or most recent post first. Short periods of vacation work, unless they are particularly relevant to your proposed course, should be excluded.

Employment & Location	Position held	Dates from to	Key responsibilities

**Work Experience**

Please outline any other relevant work experience in the box below.



**Written work**

For some courses, examples of written work are required to support your application. A sample of your written work will further support your application be assessed for:

- analytical and critical acumen
- your ability to construct and defend an argument
- your powers of expression

Your sample of written work must be in English and be your own work.

For further course specific guidance, please visit [www.york.ac.uk/study/postgraduate/apply](http://www.york.ac.uk/study/postgraduate/apply)

**Proposed research topic** (only applicable for MPhil/PhD/Integrated PhD/Masters by Research courses)

Proposed Research Title:	
--------------------------	--

If you're applying for a research degree, you should provide an outline of your proposed research topic, indicating whether you are interested in the work of a particular member of academic staff.

Please download and complete the "outline for of Proposed Research Topic" Form and include with your application. The form is available for downloaded at:  
<https://www.york.ac.uk/study/postgraduate-research/apply/paper/>

Some departments have specific guidelines as to what you should include in your research proposal. For further information on specific course requirements please visit [www.york.ac.uk/study/postgraduate-research/apply/documents/proposal](http://www.york.ac.uk/study/postgraduate-research/apply/documents/proposal) and follow the guidance provided. Otherwise please follow the guidance below.

If you are applying as part of a pre-arranged / advertised research project, please make that clear within your application. If you have already reached agreement with the relevant academic department about a particular project that you will be studying, you need only provide brief details of that project within the application form but you must state the name of the academic member of staff that you have been in contact with.

**Personal Statement**

Normally your personal statement should be between 500 and 1000 words; however some courses have specific requirements. Please visit [www.york.ac.uk/study/postgraduate/apply](http://www.york.ac.uk/study/postgraduate/apply) for further information.

Your personal statement must be written in English and in your own words

You might wish to include:

Your interest in, and suitability for the programme

A brief outline of your relevant experience

Information about your extra-curricular activities and hobbies

Your career plans



**Academic / Professional References**

For **taught masters courses** (MSc, MA, PG Dip, PG Cert, MRes) you are required to provide the details of one academic reference. With the exception of the Hull York Medical School programmes, your referee may be contacted for a reference if further assessment is needed on your application.

For **research degrees** (PhD, Phil, MA/MSc by research) you are required to provide two academic references.

References are an important part of the selection process for postgraduate study. It is therefore in your interest to make sure that your reference(s) are both appropriate and informative. Normally, we would expect you to provide an academic reference if you have graduated within the last five years. However, if you graduated more than five years ago then alternative professional reference(s) will be considered. Professional references could come from your employer, a senior member from a voluntary organisation, or a recognised society.

If you already have your academic reference(s) on official, headed paper and signed then please enclose the reference(s) with this application.

Otherwise please provide the name(s), contact detail(s) and your relationship to your referee(s). If you include an email address, your referee(s) will be contacted directly by automated email and asked to provide a reference for you.

Should your referee(s) not have an email address, or prefer not to be contacted by email, we will assume that you have asked them to send us a reference directly by post or fax. Please provide them with a copy of our Guidance for Academic / Professional References, available for downloading at:

[www.york.ac.uk/media/study/documents/postgraduate/academic\\_references\\_guidance.pdf](http://www.york.ac.uk/media/study/documents/postgraduate/academic_references_guidance.pdf)

If you are experiencing difficulty in obtaining a suitable reference, please contact the Postgraduate Admissions Office for further assistance (contact details can be found at the end of this form).

**First Referee**

Name:	
Job title:	
Business/Organisation name:	
Relationship to applicant (e.g., Tutor, Supervisor, Course Convenor, Professor, Employer, Colleague)	
Official email address:	
Address line 1:	
Address line 2:	
City/Town:	
State/County:	
Post/Zip code:	
Telephone number:	
Fax number:	

**Second Referee**

Name:	
Job title:	
Business/Organisation name:	
Relationship to applicant (e.g., Tutor, Supervisor, Course Convenor, Professor, Employer, Colleague)	
Official email address:	
Address line 1:	
Address line 2:	
City/Town:	
State/County:	
Post/Zip code:	
Telephone number:	
Fax number:	

**Financial Support**

Please indicate how you intend to finance your studies (tuition fees and living expenses). *If you are being sponsored please include confirmation of sponsorship with your application. (A letter from your sponsor confirming sponsorship is recommended).*

How do you intend to finance your studies?	Self-funded	Sponsorship
If you are being sponsored please can you tell us who is sponsoring you?		

In most cases you're not required to submit evidence of funding. A small number of courses require evidence, for example a bank statement or sponsor's letter. Where applicable you'll be asked to submit this as part of your application.

The expectation is that you'll make satisfactory arrangements before entry for your financial support, both for tuition fees and living expenses, for the whole period of your proposed course at the University.

Source of information

<p>Please indicate where you first learnt about the course for which you are applying. (Please mark only one box)</p>	<p>Overseas representative or agent</p> <p>Department Open Day</p> <p>Printed department information</p> <p>British Council</p> <p>Internet (department website/ search engine/other, please specify – delete as appropriate)</p> <p>Electronic periodical</p> <p>Graduate Prospects (prosects.ac.uk)</p> <p>FindaMasters.com</p> <p>FindaPhD.com</p> <p>University league table</p> <p>Newspaper or Magazine (please specify)</p> <p>Postgraduate course directory</p> <p>Postgraduate Prospectus</p> <p>Recruitment fair outside the UK</p> <p>Recruitment fair inside the UK</p> <p>Former York student</p> <p>Staff at York</p> <p>Staff from your own University</p> <p>Poster</p> <p>Chartered Institute of Management Accountants</p> <p>Other (please specify)</p>
<p>If you have been asked to specify where you heard from us, please do so in this space:</p>	

**Checklist and signature**

Please tick the appropriate boxes, and sign and date the form.

I have enclosed with my completed application form:		
a)	a copy of my degree certificate, transcript and/or official award letter	
b)	reference(s) (signed and on official headed paper, sealed in an envelope). If you do not have your reference(s) please ensure you provide a recognised educational or business email address of your nominated referee(s) and we will contact them to request the reference(s) in support of your application.	
c)	a personal statement	
d)	proposed research topic ( <i>where required</i> )	
e)	examples of written work ( <i>where required</i> )	
f)	evidence of funding ( <i>where required</i> )	
g)	an English language test score report (IELTS, Pearson (PTE), TOEFL, Duolingo, Trinity ISE, Cambridge Certificate of Advanced English or Cambridge Certificate of Proficiency in English) ( <i>where required</i> )	
h)	an equal opportunities monitoring form	

Your application will not be considered unless items (d) and (e), where relevant, are enclosed. Items (a), (b), and where relevant (g), if not enclosed with your application, will be required before any offer of a place at the University can be made unconditional.

Please note that after you submit your application you will no longer be able to make changes. After you have submitted the form, if you realise that any details are incorrect please email [pg-admissions@york.ac.uk](mailto:pg-admissions@york.ac.uk) as soon as possible. You will be able to upload additional documents after you have submitted your application via the You@York portal.

I confirm to the best of my knowledge that the information I have provided in this application is complete and accurate. I understand that any offer of admission as a postgraduate student that I may receive from the University will be based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn.

I understand that the information supplied on this form will be retained by the University and will be used for the purpose of processing my application and collecting feedback on the admissions process. In addition, application data may be used for research purposes to better understand general recruitment and admissions administration including the analysis of applicant numbers and trends to improve the student experience and for strategic planning purposes. Data will not be used in a way that identifies any individual and will be managed in accordance with the The General Data Protection Regulation (GDPR). In the event that my application is successful I understand that the information will form part of my student record. If admitted to the University, I agree to abide by the Ordinance and Regulations of the University of York for the time being in force.

Please also review the following documentation before submitting your application:

[www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/](http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/).

<https://www.york.ac.uk/study/postgraduate-taught/apply/policies/>

<https://www.york.ac.uk/records-management/dp/your-info/privacynotice-studentapplicants/>

**Marketing, Recruitment, Admissions and Outreach**

I certify that the information given on this application is correct to the best of my knowledge.

Signature:	
Name in full ( <i>in block capitals</i> ):	
Date:	

The completed form, together with your reference(s) sealed in envelope(s) and other supporting documents should be emailed to [pg-admissions@york.ac.uk](mailto:pg-admissions@york.ac.uk) or posted to:

Postgraduate Admissions  
Marketing, Recruitment, Admissions and Outreach  
University of York  
York YO10 5DD

If you have any queries regarding your application please contact the Postgraduate Admissions team:

Telephone: +44 (0)1904 322142 | E-mail: [pg-admissions@york.ac.uk](mailto:pg-admissions@york.ac.uk)